Summary Report for Individual Task
552-918-3202
MANAGE DEPARTMENT OF THE ARMY PUBLICATIONS (AVN)
Status: Approved

Condition: In a operational environment, given an existing publications account or a requirement to establish one, AR 25-400-2, DA PAM 25-30, DA PAM 25-33, DA PAM 25-40, DA PAM 25-403 and publication request forms. This task should not be trained in MOPP 4.

Standard: Manage Department of the Army publications in accordance with AR 25-400-2 and DA PAM 25-33. Complete requisition forms without error. Submit requsitions successfully. Ensure that changes are posted to publications.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes:

Performance Steps

1. Establish a publications account, if applicable.

    a. Submit DA Form 12-R to establish account.

    b. Submit DA Form 12-99-R for initial distribution request.

        (1) Maintain approved forms in the publication management file.

        (2) Biannually request and review ID requisition listing.

2. Submit resupply request using the electronic version of DA Form 4569 through STARPUBS Defense Data Network (DNN) Interface System (SDIS) or Army Publishing Directorate (APD) web site.

3. Submit DA Form 17 to requisition publications and blank forms from installation stockrooms and overseas publication centers.

4. Establish a publications management plan SOP annex, as required.

5. Validate your account profile and ID requirements per APD requests.

6. Establish a separate instructional material account for a military college or school, if applicable.

7. Destroy obsolete items immediately using local disposition instructions.

8. Ensure changes to publications are posted IAW DA Pam 25-40.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier a GO if all performance measures are passed. Score the Soldier a NO-GO if any performance measure is failed.

1. If an individual commits more than one safety violation, they are an automatic failure.

2. Any negligent damage to the aircraft is an automatic failure.

3. Safety:
a. Evaluator will ensure proper adherence to all Warnings, Cautions and Notes listed in the IETM for the task.
b. Evaluator will ensure all required PPE for the task is on hand. Non-use will constitute a safety violation.
c. Watches, rings and other loose jewelry (such as ID tags) will constitute a safety violation if not removed prior to task start.
d. Evaluator will pause evaluation to identify safety violations and require corrections before allowing task to continue.
4. Proper Tool Usage: Evaluator will monitor for proper tool usage. When a Soldier is observed using an improper tool, as specified in the IETM, the evaluator will point out the error and require correction.
5. Tool Inventory:
a. Evaluator will monitor compliance for tool inventory prior to task start. If inventory is not conducted, evaluator will pause task and require completion of inventory.
b. Evaluator will monitor compliance for tool inventory at task completion. If inventory is not conducted, evaluator will pause task and require completion of inventory.
6. IETM Usage: Simply having the IETM open to the appropriate task/page does not constitute proper IETM usage. The Soldiers must be observed making reference to the IETM for proper task steps, procedures and specifications.

Evaluation Preparation:

Setup: An aircraft, maintenance publications and references, logbook forms and records, and required personnel.

Brief Soldier: Tell the Soldier that they must repair the aircraft, make all appropriate entries in the equipment logbook, and comply with all shop, flight line and unit SOP safety procedures IAW applicable references.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Established a publications account, if applicable.			
a. Submitted DA Form 12-R (Request for Establishment of Publications Account) to establish account.			
b. Submitted DA Form 12-99-R (Initial Distribution (ID) Requirements for Publications) for initial distribution request.			
(1) Maintained approved forms in the publication management file.			
(2) Biannually requested and reviewed ID requisition listing.			
2. Submitted resupply request using the electronic version of DA Form 4569 (Requisition Code Sheet) through STARPUBS Digital Data Network (DDN) Interface System (SDIS) or the U.S. Army Publishing Directorate (APD) Web site.			
3. Submitted DA Form 17 (Requisition for Publications and Blank Forms) to requisition publications and blank forms from installation stockrooms and overseas publication centers.			
4. Established a publications management plan annex, as required.			
5. Validated your account profile and ID requirements per APD requests.			
6. Established a separate instructional material account for a military college or school, if applicable.			
7. Destroyed obsolete items immediately using local disposition instructions.			
8. Ensured changes to publications were posted in accordance with DA Pam 25-40.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 25-400-2	THE ARMY RECORDS INFORMATION MANAGEMENT SYSTEM (ARIMS)	Yes	No
	PAM 25-30	Consolidated Index of Army Publications and Blank Forms	Yes	No
	PAM 25-33 (Superseded by PAM 25-40 DATED 03 JUNE 2015)	User's Guide for Army Publications and Forms	Yes	Yes
	PAM 25-40	Army Publishing Program Procedures	Yes	No
	PAM 25-403	GUIDE TO RECORDKEEPING IN THE ARMY	Yes	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

It is the responsibility of all Soldiers and DA Civilians to protect the environment from damage.

Soldiers must adhere to the management plan for hazardous material. The plan includes handling, use storage, and waste disposal. Soldiers must be familiar with the safety data sheets (SDS) for the products they are using.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Comply with all TM's, TB's, WARNINGS, CAUTIONS, NOTES, Applicable AR's, Unit/Command safety policies and

procedures, shop safety practices, and identified Composite Risk Management (CRM) control measures.

Low Risk: Personnel must comply with all TM's, TB's, WARNINGS, CAUTIONS, NOTES, Applicable AR's, Unit/Command safety policies and procedures, shop safety practices, and identified Composite Risk Management (CRM) control measures.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None